

INTERDEPENDENT LIVING

Process Description

Prepared by: DCS Office of Information Systems



Interdependent Living Process Description Document

Prepared by:

**Department of Children's Services
Office of Information Systems**

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Process Description

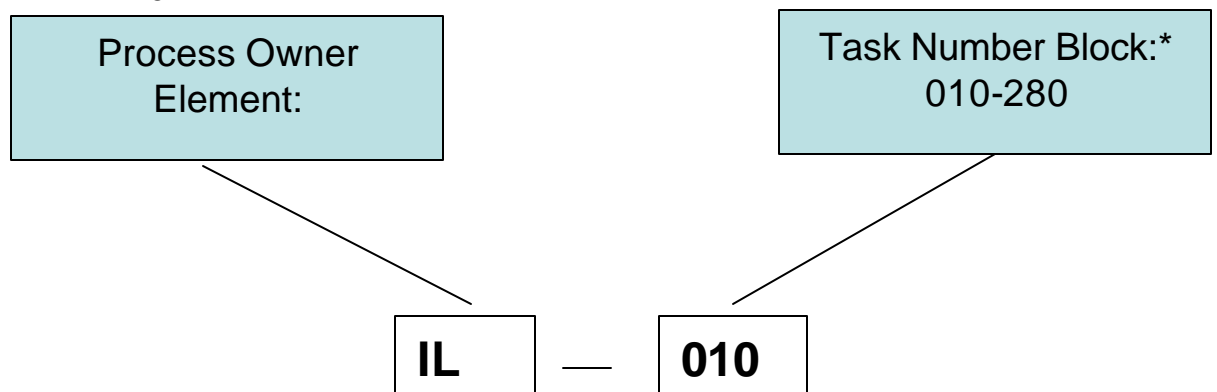
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Process Element Definitions

Task: A unit of work to be completed that is part of the overall process.

Task naming convention:



Task Owner: Indicates the person/group that is responsible for performing the task.

Participants: Individuals and organizations that are actively involved in the process/task, or whose interests may be positively or negatively affected as a result of process execution or process completion.

Inputs: Entry information used specifically to assist in accomplishing the task for which it is aligned. The same input might be applied to multiple tasks.

Performance Metric: A quantitative measurement to assess the task's success.

Performance Steps: The series of steps necessary to accomplish the given task in such manner that it meets the performance metric provided.

Outputs/Deliverables: The deliverables produced from performing the given task using the input information, standard and performance steps to accomplish the outcome. An output might feed several inputs.

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Process Description



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Process Description

Process Name: Interdependent Living

Process Manager: Audrey Corder, CS Executive Director,
Family & Child Well-Being Division
Lane Simpson, CS Program Director
Interdependent Living

Process Description:

To provide Interdependent Living/Transitional planning and services that are State and Federally mandated for eligible youth/young adults age 14 – 23. Using federal funding provided through the [John H. Chafee Foster Care Independence Act of 1999](#) and allocated state funds. Youth/young adults who have been in the custody of DCS can receive funding and services to address preparation for adulthood, and sustainability following emancipation to adulthood. DCS involvement, with technical support and assistance through the Interdependent Living Division varies per the following age group classifications:

Ages 14 – 19: The youth/young adult is first assessed for interdependence through the use of the Life Skills Assessment (LSA). The LSA is then used during the Child and Family Team Meeting (CFTM) to develop an Interdependent Living plan as part of the Permanency Plan. The LSA is then administered annually as long as the youth/young adult is in the custody of DCS. The DCS Family Service Worker or a Private Provider does the majority of the planning and monitoring.

Ages 17½ - 18½: All youth/ young adults in state custody must receive transition planning by age 17½ or at least 6 months before expected discharge after attaining age 17½. If the youth/young adult enters the custody of DCS after the age of 17½ this planning must take place at the initial permanency plan staffing. At this stage the Interdependent Living Division is more actively involved in monitoring and preparing the youth/young adult for independence, permanency and adulthood.

Ages 18 – 23 DCS Voluntary Post Custody Services: When a youth/young adult legally emancipates to adulthood from states custody they can choose to receive voluntary services from the department if eligible. Those services can continue as long as the

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youth/young adult has an approved educational or vocational training program plan and is meeting the conditions of their Interdependent Living Plan. Some provision of service is allowable if the youth/ young adult is actively being referred to a Transitional Living Program, until such services can begin. The youth/young adult works with and is monitored by the Family Service Worker, Interdependent Living Division and/or Private Provider. Continuation of services after the age of 21 and up to 23 years of age is contingent upon enrollment in an approved educational or vocational training program at age 21, and maintenance of satisfactory progress in such a program.

Ages 17 – 23 Non-DCS Transitional Living Services: Non-DCS Transitional Living Services can be provided to any youth/young adults 17 to 23 years of age who were in the custody of DCS anytime for at least one year between the ages of 14 – 19, or who emancipated to adulthood from state custody. The youth/young adult can contact the department at any time during the period up to the age of 23, to apply for Non-DCS Transitional Living Services. These services are provided with the intention to prevent homelessness. Some of the services provided to support daily living expenses include skills training, housing assistance, and flexible funding. The youth/young adult shall keep regular appointments with the Private Provider to continue receiving these services. These services and funding will be incrementally decreased to assist the youth/young adult to move to self-sufficiency. These services are contingent upon the availability of allocated services slots, funding, and the continuation of specific grants and/or contracts.

Interfaces w/ other processes: Out of Home Services, On-going Assessment/Case Planning, Non-Residential Resources, Payment

Process Participants: DCS Interdependent Living Director
DCS Interdependent Living Coordinator
DCS Interdependent Living Specialist
DCS Interdependent Living Designee
DCS Family Service Worker
DCS Team Leader
Private Providers
Youth

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Associated Documentation:

- IL Wraparound List
- IL Wraparound Protocol
- DMRS Transition Protocol
- MH Transition Protocol
- Essential Documents List
- Ansell Case Life Skills Assessment Protocol
- CFTM Notification Protocol
- ETV and State Funded Scholarship File Index
- Mentor Host Parent Approval Protocol
- Ansell-Casey Independent Living Assessment for Life Skills (This is the tool that is currently being used)

- Award Letter to youth/young adult and post-secondary institution of the amount and billing instructions
- CS-#### - Mentor Host Parent Application
- CS-0341 - Monthly Family Income and Expenditures
- CS-#### - Notice of Termination (pending approval)
- CS-0192 - Notice of Staffing
- CS – 0488 - Rights and Responsibilities At Age 18
- CS-0599 - Application for Post Secondary Funding
- CS-0604 - Release of Information for Post Secondary Assistance
- CS-#### - Subsidized Guardianship Waiver
- All forms outlined in Policy 16.4 as applicable:
- FA-0825 - Automated Clearing House (ACH) Credits (Not Wire Transfers)
- Substitute W – 9
- 1040 Individual Tax return
- IL Wraparound Service Request form
- CS-0489 - Justification for Providing Services to Persons Over 18
- CS-#### - Interdependent Living Allowance Contract
- CS-0645 Interdependent Living Client Responsibilities Agreement
- CS - #### - Interdependent Living – Refusal of Post Custody Services Notification – Youth Leaving Custody.
- CS-0650 - Interdependent Living Plan
- CS-505 - Interdependent Living Program Discharge Summary

Supporting Policy:

Tennessee Department of Children's Services Office of Interdependent & Transitional Living (John H. Chafee Foster

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Care Independence Program)

DCS Policy Chapter 16:

16.4, 16.11, 16.51, 16.52, 16.53, 16.54, 16.55, 16.56, 16.58,
16.31

DCS Practice Model Standard – 8-100

DCS Practice Model Standard – 8-101

DCS Practice Model Standard – 8-102

DCS Practice Model Standard – 8-103

DCS Practice Model Standard – 8-104

DCS Practice Model Standard – 8-105

DCS Practice Model Standard – 8-106

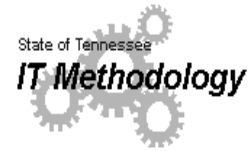
DCS Practice Model Standard – 8-107

DCS Practice Model Standard – 8-108

TCA 37-5-106; The Chafee Foster Care Independence Act of
1999

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Task IL-010: CFTM Case Planning/On-going Assessment

Task Owner: Family Service Worker

Participants: Family Service Worker, Youth, Family, Resource Family, Educators, Facilitator, Private Provider, Interdependent Living Coordinator, and Interdependent Living Specialist, others as identified by the family (GAL, Church member, medical and mental health).

Inputs: Regularly scheduled CFTM or Youth has turned 14 years of age or is between the ages of 14-19 when entering custody. If Youth has just turned 14 years of age or is between the ages of 14 – 19 when entering the custody of DCS the Life Skills Assessment is to be administered every year as long as the Youth is in custody until the age of 19.

Performance Steps:

1. Family Service Worker determines if Youth is 14 to 19 and is in the custody of DCS.
2. Family Service Worker makes determination if the initial or annual Life Skills Assessment is needed.
3. Family Service Worker, Private Provider or Interdependent Living Specialist administers Life Skills Assessment to Youth.
4. The focus of the CFTM is child safety, well-being and permanency.
5. The goal of the CFTM is to provide the “least restrictive – least intrusive” intervention.
6. If the child is in DCS custody, the necessity for the child to remain in custody is addressed.
7. The members of the CFT review the outcomes and/or needs identified from investigation/assessment or court information.
8. CFT identifies appropriate services for the child and family.
9. Family Service Worker documents all contacts for scheduling the Child and Family Team Meeting.
10. Additional/potential relative resources are identified at this CFTM.
11. CFT develops Permanency Plan, which includes for example: referrals for services, tasks, persons responsible for tasks and time lines for task completion.
12. Family Service Worker updates the comprehensive Assessment to reflect health and educational information.
13. The Team Leader and Juvenile Court of Venue reviews and approves the permanency plan.
14. Refer to the process map and document for On-going Assessment/Case Planning for details regarding the tasks/activity involved in the On-going Assessment and Case Planning Process.

Outputs/Deliverables:

- Life Skills Assessment is administered and scored

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- Updated Assessment
- Permanency Plan /Service Plan

Task (IL-020): Permanency/ Interdependent Living Plan is developed utilizing Assessment tool.

Task Owner: Family Service Worker

Participants: Family Service Worker, Private Provider, Interdependent Living Coordinator, Interdependent Living Specialist, Youth, Family, and Family and Youth's Support Network.

Inputs: Assessment tool has been completed and a CFTM has been convened.

Performance Steps:

1. CFT will develop the Permanency Plan and Interdependent Living Plan using the comprehensive Assessment which includes the Life Skills Assessment.
2. Family Service Worker refers the Youth to Life Skills Instruction.
3. Family Service Worker completes request for Interdependent Living Services and submits request to Team Leader. (Refer to Non-Residential Resources)

Outputs/Deliverables:

- Permanency Plan including Interdependent Living Plan.
- Life Skills instruction attended and completed
- Request for services

Task (IL-030): IL Director or Designee reviews request and determines eligibility if spending is required for Interdependent living services

Task Owner: Interdependent Living Director

Participants: Family Service Worker, Private Provider, Interdependent Living Specialist, Interdependent Living Director or designee.

Inputs: Determine if spending is involved and it will need to go through the approval process.

Performance Metric: Spending is approved or denied

Performance Steps:

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1. Family Service Worker request funding for service through the Non-residential Resource process.
2. Fiscal Unit approves requested services. (Refer to Non-Residential Resource Process)
3. Fiscal sends referral for Interdependent Living Services to the Interdependent Living Director or Designee to approve or deny the funding.
 - a. If approved the Family Services Worker is notified and services are provided.
 - b. If denied the request goes back to the Family Service Worker for the following reasons:
Youth was eligible, it was an inappropriate, or the dollar amount exceeds the limits.
 - c. The Family Service Worker may make modifications and resubmit.

Outputs/Deliverables:

- Request for funds
 - Funds approved or denied
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Task (IL-040): Interdependent Living Services Provided

Task Owner: Family Service Worker

Participants: Family Service Worker, Private Provider, Interdependent Living Specialist, Youth, Family, Youth and Families' Support Network, and Team Leader

Inputs: Youth is between the ages of 14 and 18.

Performance Steps:

1. Family Service Worker, Interdependent Living Specialist, Private Providers work with the youth to provide services as specified in the Permanency/ Interdependent Living Plan to achieve permanency and independence.
 2. Family Service Worker and Interdependent Living Specialist (if involved) will monitor services.
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Outputs/Deliverables:

- Interdependent Living Services provided as part of Permanency Plan.
-

Task (IL-050): CFTM Case Planning/On-going Assessment

Task Owner: Family Service Worker

Participants: Family Service Worker, Child, Family, Resource Family, Educators, Facilitator, Private Provider, Interdependent Living Coordinator, Interdependent Living Specialist, and others as identified by the family (GAL, Church member, medical and mental health).

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Inputs: Regular scheduled CFTM or a significant event has occurred

Performance Steps:

1. Child and Family Team Meeting is convened at minimum **every 6 months** to review progress, and to develop and document the Permanency Plan including Interdependent Living Plan based on the results of the Life Skills Assessment. The plan may also include other plans such as Transition, Job, and Education.
 - a. The Interdependent Living Specialist will assist the Family Service Worker as needed to develop Interdependent Living plan to include Transition Plan and other plans as needed such as Education or Job plan.
 2. If the Youth is making progress the Permanency and Interdependent Living Plan continues.
 3. If Youth is not making progress, during the CFTM, areas are evaluated to determine what needs improvement, develop modified Interdependent Living Plan and execute plan.
 4. The Family Service Worker will convene a Special Called CFTM at least 6 months prior to youth's 18th birthday or six (6) months prior to anticipated discharge, or if youth is delinquent and anticipates remaining in DCS custody past eighteen (18) years of age.
 - a. CFT develops Permanency Plan to also include Transition Plan. Plan may include referral to Non DCS Transitional Living Services.
 5. The Family Service Worker will convene the Discharge CFTM and review the Interdependent Living Plan, prior to a youth's transition to adulthood.
 - a. If the young adult is emancipating from custody Family Service Worker and the young adult must review the Rights and Responsibilities form during the Discharge Planning CFTM. The form must be completed and signed to begin the process of the post custody phase.
 6. If spending is required a request is submitted (Task IL-030)
 7. Permanency Plan which includes the Interdependent Living Plan (and other IL plans as appropriate) is signed by the Family Service Worker, Interdependent Living Specialist, Parent(s) or Guardian, Youth and other participants of the CFT.
 8. ***Refer to the process map and document for On-going Assessment/Case Planning for details regarding the tasks/activity involved in the On-going Assessment and Case Planning Process.***
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Outputs/Deliverables:

- Signed updated Permanency Plan including Interdependent Living and other appropriate plans (such as job and education)
- Transition Plan as part of Permanency Plan if 17 ½.
- Special Called CFTM (if appropriate)
- Discharge CFTM (if appropriate)
- Rights and Responsibilities form
- Request for funds

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Task (IL-060): Permanency Achieved?

Task Owner: Family Service Worker

Participants: Family Service Worker, Private Provider, and Interdependent Living Specialist, Youth, Family

Inputs: Life Skills Assessment and Child and Family Team Meeting

Performance Metric: Youth is 17 1/2 and progressing toward independence through Permanency and Interdependent Living planning. Youth referred to DCS Voluntary Post Custody Service or Non DCS Transitional Living Services if appropriate.

Performance Steps:

1. Family Service Worker determines if Life Skills Assessment has been completed
2. If it has not been administered and scored the Family Service Worker or Private Provider needs to do so within 30 days of youth's last permanency plan review.
3. Family Service Worker, Private Provider or Interdependent Living Specialist reviews the results of the annual Life Skills Assessment.
4. If permanency is not achieved and the Youth is 14 to 18 proceed to Task 080.
5. If permanency is not achieved and the Youth is 18 years of age (also known as emancipated to adulthood or aging out) the Youth is offered DCS Voluntary Post Custody Service or Non DCS Transitional Living Services.
 - a. The Family Service Worker and Interdependent Living Specialist will provide young adult with information about programs they are eligible for such as Education Training Vouchers (ETV), scholarship, and living allowance information to the young adult.
 - b. Family Service Worker will update the comprehensive Assessment and complete Interdependent Living checklist and Exit Survey.
 - c. As part of the discharging planning the Family Service Worker will work with the young adult to have safe and stable living environments and at least one mentor or caring adult involved.

Outputs/Deliverables:

- Life Skills Assessment completed and scored.
- Youth referred to DCS Voluntary Post Custody Services (if young adult is 18 or over)
- Youth referred to Non DCS Transitional Living Services.
- Updated comprehensive Assessment
- Completed Interdependent Living checklist
- Completed Exit Survey

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- Interdependent Living episode closed. (if youth adult is 18 or over, permanency is achieved and young adult declines additional services).
- Youth is living in a safe and stable environment
- Youth has at least one mentor or caring adult involved

Task (IL-070): Young Adult informed of community resources

Task Owner: Family Service Worker

Participants: Family Service Worker, Interdependent Living Specialist, Youth, Youth's Support Network, Community Resources

Inputs: Youth has achieved permanency or chooses not to continue to receive post custody service.

Performance Steps:

1. Based on the particular strengths/needs of the youth, the Family Service Worker and/or Interdependent living Specialist informs the youth about resources in the community that they can access if needed; in some instances, the Family Service Worker and/or Permanency Specialist may make a referral to a community resource on the youth's behalf.
 - a. If a young adult's who has emancipated to adulthood request is to not enter Voluntary Post-Custody Services, the Family Service Worker shall ensure that Independent Living-Refusal of Post Custody Services Notification – Youth Leaving Custody form is completed and all applicable signatures procured. However, every effort must be made to encourage youth to consider the available service options. All youth participating in transition meetings, as described in this policy, shall receive a standard packet of information that youth can reference to facilitate this decision. This packet must include a description of voluntary service options, community resources available in the area the youth plans to reside in following discharge, and a copy of the Youth Handbook. The Interdependent Living Program Specialist shall make this packet available. The Family Service Worker shall ensure that the transition plan is updated to include this information.
 - b. Family Service Worker refers the young adult to Non-DCS Transitional Services
 - c. Family Service Worker will inform the young adult the process for applying for DCS Post Custody Services and Non-DCS Transitional Services.

Outputs/Deliverables:

- Referral to Community Resources such as Non-DCS Transitional Services
- Standard packet of information (voluntary service options, community resources available in the area, and copy of Youth Handbook).
- Young adult is informed of process for apply for post custody services

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Task (IL-080): Aged out?

Task Owner: Family Service Worker

Participants: Family Service Worker, Interdependent Living Specialist, Private Provider, Youth/Young Adult, Family

Inputs: Youth is between the ages of 14 - 18 and receiving Interdependent Living Services.

Performance Steps:

1. If young adult has not emancipated to adulthood Interdependent Living Services will continue. Proceed to Task 040.
2. If young adult has emancipated to adulthood the Family Service Worker and Interdependent Living Specialist, or Private Provider, will determine young adults eligibility for services.
3. If young adult chooses post custody services proceed to Task 090.
4. If young adult has emancipated to adulthood and does not chooses to receive post custody services proceed to Task 070.
 - a. Interdependent Living episode is closed if young adult chooses not to participate in DCS Voluntary Post Custody Services.

Outputs/Deliverables:

- Continued Interdependent Living Services (if under 18)
- DCS Voluntary Post Custody Services or Non DCS Transitional Living Services (if 18 or older)
- Young adult is informed of process for apply for post custody services

Task (IL-090): Youth is eligible and chooses Post Custody services.

Task Owner: Family Service Worker and Interdependent Living Specialist

Participants: Interdependent Living Specialist, Interdependent Director or designee, Regional Administrator or designee, Team Leader Family Service Worker, Private Provider, Young Adult.

Inputs: Youth has turned 18 years of age and has been released from DCS custody to emancipation. Youth chooses to participate in DCS Voluntary Post Custody Services or Non DCS Transitional Services

Performance Metric: Youth is offered Post Custody Services

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Performance Steps:

1. If youth chooses to participate in DCS Voluntary Post Custody Services.
 - a. The Family Service Worker, Team Leader, Team Coordinator, the Regional Administrator or designee and the Interdependent Living Director or designee shall review and approve the services and entry in voluntary post custody services. Family Service Worker completes Justification for Providing Services to Persons for Eighteen form with the young adult.
 - b. This shall be accomplished by the Family Service Worker ensuring that the Justification for Providing Services to Persons over Eighteen form is completed and all applicable signatures procured following case review.
2. If the young adult accepts DCS Voluntary Post Custody Services:
 - a. The Out of Home Service phase for the young adult will be closed.
 - b. If there are no other children the Out of Home Service phase will be closed.
 - c. A post custody phase is opened
 - d. The Family Service Worker maintains the case.
 - e. If the youth is going to stay in the same home or with another significant adult the Mentor Host Parent process will be completed. (Refer to Resource Home process)
3. If young adult chooses to participate in just Non-DCS Transitional Services.
 - a. The Out of Home Service phase for the young adult will be closed.
 - b. If there are no other children the Out of Home Service phase and case will be closed
 - c. Post custody phase will not be opened.
 - d. Referral will be made to a Non-DCS Transitional Services private provide.
 - e. The transitional services provider shall assume full responsibility for all aspects of services provision post custody.

Outputs/Deliverables:

- Youth accepts DCS Voluntary Post Custody Services and post custody phase is opened (if appropriate)
 - Justification for Providing Services to Persons over Eighteen
 - Interdependent Living Plan (if DCS Voluntary Post Custody Services)
 - Eligibility Determined for Living Allowance
 - Mentor Host Parents process (if appropriate)
 - Interdependent Living Episode is closed. (If appropriate)
 - Referral to Non-DCS Transitional Services private provide
-

Task (IL-100): CFTM Case Planning/On-going Assessment

Task Owner: Family Service Worker or IL Regional Designee

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Participants: Youth and any of the following: Interdependent Living Specialist, Interdependent Living Director or designee, Family Service Worker, IL Regional Designee and Private Provider, Facilitator.

Inputs: Young adult has chosen to continue in DCS Voluntary Post Custody Services

Performance Metric: Interdependent Living Plan is developed

Performance Steps:

1. Child and Family Team Meeting is convened to develop and document Interdependent Living plan with the youth/young adult as the driver.
2. Family Service Worker completes the forms, if not already completed, Justification for Providing Services to Youth after 18 and the Rights and Responsibilities Agreement with the youth, who signs the agreement.
3. Family Service Worker and Interdependent Living Division determine young adults' eligibility for Living Allowance and other services which will meet the young adult needs.
4. CFTM shall be held when a young adult, previously in DCS custody, has applied for DCS Voluntary Post Custody Services.
 - a. CFT will determine what service will be provided by the DCS and what services will be referred to a private provider.
 - b. If DCS will be providing DCS Voluntary Post Services the previous case will be reopen or a new case under the young adults name will be opened.
 - c. If DCS will be providing DCS Voluntary Post Services a Family Service Worker will be assigned.
 - d. Family Service Worker completes the forms Justification for Providing Services to Youth after 18 and the Rights and Responsibilities Agreement with the youth, who signs the agreement.
 - e. CFT outcome maybe the young adult is referred to Non-DCS Transitional Living Services and a post custody case is not opened. Proceed to Task 180.
5. *Refer to the process map and document for On-going Assessment/Case Planning for details regarding the tasks/activity involved in the On-going Assessment and Case Planning Process.*

Outputs/Deliverables:

- Justification for Services to Youth After 18 (if not already completed)
 - Rights and Responsibility document (if not already completed)
 - Determine the programs the youth adult is eligible for and will best meet their need to become self sufficient.
 - Referrals to community resources.
 - Referral to Non-DCS Transitional Living Services (if appropriate)
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Task (IL-110): Interdependent Living Plan developed using Assessment Tool

Task Owner: Family Service Worker and Interdependent Living Specialist

Participants: Youth and any of the following: Interdependent Living Specialist, Interdependent Living Coordinator, Private Provider, Family Service Worker, Interdependent Living Director or Designee.

Inputs: Youth as chosen to receiving DCS Voluntary Post Custody Services

Performance Metric: Living Skills Assessment is delivered and On-going Assessment is updated.

Performance Steps:

1. Interdependent Living Plan is developed based on Life Skills Assessment and comprehensive assessment tools at the CFTM.
 - a. Interdependent Living Plan will include other plans such as education and job.
 - b. The plan will include what tasks need to be completed and who is responsible for each task.
 - c. The plan will include what the young adult has to complete to continue to receive DCS Voluntary Post Custody Services.
2. CFT participants will review and update the plan.
3. All CFT participants will sign Interdependent Living Plan.

Outputs/Deliverables:

- Interdependent Living Plan

Task (IL-120): IL Director or Designee reviews request and determine eligibility if spending is required for Interdependent living services

Task Owner: Interdependent Living Director or Designee

Participants: Family Service Worker, Private Provider, Fiscal Unit, Interdependent Living Specialist, Interdependent Living Director or designee.

Inputs: Determine if spending is involved and it will need to go through the approval process.

Performance Metric: Spending is approved or denied

Performance Steps:

1. Family Service Worker request funding for service.

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- a. Family Service Worker complete approval process for paid services (refer to Non-Residential Resource Process)
2. If Fiscal Unit has approved the spending request. Fiscal Unit submits request for services to the Interdependent Living Director or Designee for approval.
3. The Interdependent Living Director or Designee approves or denies the funding.
 - a. If approved the Family Services Worker is notified and services are provided.
 - b. If denied the request goes back to the Family Service Worker for the following reasons: Youth was eligible, it was an inappropriate, or the dollar amount exceeds the limits.
 - c. The Family Service Worker or Interdependent Living Specialist may make modifications and resubmit.

Outputs/Deliverables:

- Request for funds
 - Request approved or denied
-

Task (IL-130): Interdependent Living Services Provided

Task Owner: Family Service Worker

Participants: : Young adult and any of the following: Interdependent Living Specialist, Interdependent Living Coordinator, Private Provider, and Family Service Worker, Youths' Support Network, and Team Lead

Inputs: Young adult is between the ages of 18 and 23 and participating in DCS Voluntary Post Custody Services.

Performance Metric:

- Family Service Worker, Interdependent Living Specialist or Private Provider attempts bi-monthly face-to-face contact and monthly contact by phone.
 - Family Service Worker, Interdependent Living Specialist or Private Provider attempt 3 contacts within 60 day period (1 face-to-face, 1 phone call, 1 certified 10 day letter) if young adult does not keep appointments.
-

Performance Steps:

1. Family Service Worker, Interdependent Living Specialist, Private Providers work with the young adult to provided services as specified in Interdependent Living Plan to achieve permanency and self sufficiency.
2. Family Service Worker attempts bi-monthly face-to-face contact and monthly contact by phone.
 - a. If the young adult keeps appointment the Interdependent Living Plan services continue. (Such as Education and Training Vouchers (ETV), IL Wraparound Services, Living

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allowance, and Housing and Daily Living Support.)

3. If the Young adult is not keeping appointments the Family Service Worker or Interdependent Living Specialist will attempt 3 contacts within 60 day period (1 face-to-face, 1 phone call, 1 certified 10 day letter)
 - a. If the young adult then makes contact the Interdependent Living Plan services continues.
 - b. If the young adult does not make contact the Interdependent Living phase and case may be closed.

Outputs/Deliverables:

- Interdependent Living Services
 - Monthly Contact
 - 10 day certified letter (if appropriate)
-

Task (IL-140): CFTM Case Planning/On-going Assessment

Task Owner: Family Service Worker or Interdependent Living Division

Participants: Young adult and any of the following: Interdependent Living Specialist, Family Service Worker, and Private Provider, Facilitator (if needed)

Inputs: Progress reports and review of current Interdependent Living Plan

Performance Metric: Yearly review is held or a significant event has occurred and Youth is meeting tasks in the Interdependent Living Plan and is still in school.

Performance Steps:

1. Family Service Worker convenes a meeting with Youth and other involved parties to assess progress at minimum once a year or if a significant event has occurred.
 - a. CFT will review tasks in the Interdependent Living Plan and determine if youth is still in meeting conditions of the services the young adult is participating.
 - b. Young adult's academic progress is reviewed and determined if they have met their goals educational goals and are still in school or no longer in school.
 2. If progress is being made a determination will be made if the Youth has met her/his goals
 3. If progress is not being made then the Interdependent Living Plan will be modified or decision may be made to end services.
 4. *Refer to the process map and document for On-going Assessment/Case Planning for details regarding the tasks/activity involved in the On-going Assessment and Case Planning Process.*
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Outputs/Deliverables:

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- Yearly review is held and documented.
 - Updated Interdependent Living Plan
-

Task (IL-150): Goal Met/Youth compliant?

Task Owner: Family Service Worker or Interdependent Living Division

Participants: Young adult and any of the following: Interdependent Living Specialist, Interdependent Living Coordinator, Private Provider, and Family Service Worker

Inputs: CFTM to determine if the young adult is making progress and is still in school.

Performance Metric: Youth has met education goal or is still in school and meeting GPA and work Interdependent Living Plan.

Performance Steps:

1. If CFT has determined the young adult has achieved their goals for the Interdependent Living Plan for DCS Voluntary Post Custody Services, proceed to Task 160.
 2. If CFT has determined the young adult has not achieved their goals for the Interdependent Living Plan for DCS Voluntary Post Custody Services but is still working the plan proceed to Task 130.
 3. If CFT has determined the young adult has not achieved their goals for the Interdependent Living Plan for DCS Voluntary Post Custody Services and is not working the plan proceed to Task 170.
-

Outputs/Deliverables:

- Determination if young adult has achieved goals or if they are still working Interdependent Living Plan.
-

Task (IL-160): Youth informed of community resources

Task Owner: Interdependent Living Division

Participants: Young adult and any of the following: Interdependent Living Specialist, Interdependent Living Coordinator, Private Provider, and Family Service Worker

Inputs: Youth as met goals and is self sufficient.

Performance Metric: Youth has achieved permanency

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Performance Steps:

1. Family Service Worker closes DCS Voluntary Post Custody Services phase and case.
2. Based on the particular strengths/needs of the youth, the Family Service Worker and/or Interdependent Living Specialist informs the youth about resources in the community that they can access if needed; in some instances, the Family Service Worker and/or Permanency Specialist may make a referral to a community resource on the youth's behalf.
 - a. Family Service Worker may refer the young adult to Non-DCS Transitional Services
 - b. Family Service Worker will inform the young adult the process for applying for DCS Post Custody Services and Non-DCS Transitional Services

Outputs/Deliverables:

- Referral to Community Resources such as Non-DCS Transitional Services
 - Young adult is informed of process for apply for post custody services
 - Closed Interdependent Living post custody episode
-

Task (IL-170): Youth is not eligible or a decision made not to continue DCS services

Task Owner: Family Service Worker

Participants: Family Service Worker, Interdependent Living Specialist, Youth, Youth's Support Network, Community Resources

Inputs: Young Adult is no longer working Interdependent Living Plan or young adult decides not to continue with DCS Voluntary Post Custody Services.

Performance Steps:

1. CFTM has determined young adult is no longer eligible for DCS Voluntary Post Custody or not working the Interdependent Living Plan. There are circumstances the CFT will determine to terminate DCS Voluntary Post-Custody Services.:
 - a. The circumstances which could constitute a termination of DCS Voluntary Post-custody Services include, but are not limited to:
 - i. The young adult completing the goals outlined on the Interdependent Living Plan, to include completion of the identified educational or vocational program.
 - ii. The young adult not maintaining one or more criteria of eligibility. (Policy 16.52)
 - iii. The young adult engaging in felonious acts and/or crimes against a person.
 - iv. The young adult not making contact with DCS or a service provider in excess of sixty (60) consecutive days.
2. Young adult may no longer be eligible for DCS Voluntary Post Custody due to:
 - a. Marriage

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Process Description



Prepared by: DCS Office of Information Systems

- b. Failure to maintain progress in an educational or Job training program
 - c. Committed a felony
 - d. Exhibiting a pattern of behavior that jeopardizes the safety and well being of self or others
 - e. Consistently refusing to work collaboratively with the Child and Family Team to make progress on mutually agreed upon goals, to include educational objectives and reasonable efforts to increase self-sufficiency.
 - f. Establishing legal residence in another state or country
 - g. Young adult has reached the age of age of 23.
3. Young adult may not continue to receive DCS Voluntary Post Custody Services if the Regional Administrator does not approve the continuation.
 - a. Youth and Young Adults have the right to appeal decisions made by DCS related to the provision of DCS Voluntary Post-Custody Services; this includes the decision to terminate DCS Voluntary Post-Custody Services. In such cases, the following procedure shall be followed:
 - i. The youth or young adult shall submit a written statement that outlines the specific reasons they are not in agreement with the decisions made by DCS related to the provision of service. This statement of appeal shall be submitted within ten (10) days of the decision.
 - ii. The written appeal shall be reviewed by a team consisting of the applicable RA, IL Program Coordinator, IL Program Manager and the Director of IL. The decision made by this team is binding, with the final authority held by the Director of IL.
4. If the decision of the CFT or IL Director/designee is the terminate DSC Voluntary Post Custody Services the following process is completed:
 - a. The young adult shall be notified in writing that DCS plans on terminating Voluntary Post-Custody Services. The specific reasons shall be clearly outlined in this correspondence. If termination is considered due to lack of contact, the notification shall be made via certified letter with a response requested within ten (ten) days. This notification shall also be documented in a case recording.
 - b. The young adult shall have the opportunity to participate in a Child and Family Team Meeting. This CFTM shall be convened within ten (10) days of the termination notification. The FSW or service provider shall develop a Transition Plan that identifies supports and services available in the young adult's community that may be accessed following discharge, or the availability of service options such as Transitional Living. In some instances, provider contracts require that their program's staff develop the Transitional Plan, with input from the young adult and the Child and Family Team. A discharge date shall be determined at this CFTM, and included in the Transition Plan.
 - c. The Family Service Worker shall complete Discharge Summary form and close the post-custody phase and case.
5. Young adult may decide they no longer want to receive DCS Voluntary Post Custody Services.
 - a. The Family Service Worker shall complete Discharge Summary form and close the post-custody phase and case.

Outputs/Deliverables:

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- Young adult is no longer eligible for Voluntary Post Custody Services
- Young adult appeals decision to terminate Voluntary Post Custody Services (if appropriate)
- Appeal process
- Young adult decides to not long receive DCS Voluntary Post Custody Services
- Discharge Summary
- Closed post custody phase and case

Task (IL-180): Non-DCS Services provided until youth is self-supportive

Task Owner: Family Service Worker or Interdependent Living Division

Participants: Youth and any of the following: Interdependent Living Specialist, Interdependent Living Coordinator, Private Provider, and Family Service Worker

Inputs: Young adult is no longer participating in DCS Voluntary Post Custody Services

Performance Steps:

1. Family Service Worker and Interdependent Living Specialist offer the young adult Non-DCS Transitional Services.
2. Family Service Worker and Interdependent Living Specialist inform the young adult that they can go to regional office to request DCS Voluntary Post Custody Services if they are still eligible or become eligible.

Outputs/Deliverables:

- Young adult is informed of options for Non DCS Transitional Living Services
- Young adult informed of process for applying for DCS Services.

Task (IL-190): Inform youth of community resources

Task Owner: Interdependent Living Specialist or Family Service Worker

Participants: Family Service Worker, Interdependent Living Specialist, Youth, Youth's Support Network, Community Resources

Inputs: Youth is no longer receiving DCS Voluntary Post Custody Services or Non-DCS Transitional Living Services

Performance Steps:

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Process Description



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1. Based on the particular strengths/needs of the youth, the Family Service Worker and/or Interdependent living Specialist informs the youth about resources in the community that they can access if needed; in some instances, the Family Service Worker and/or Permanency Specialist may make a referral to a community resource on the youth's behalf.

Outputs/Deliverables:

- Referral to Community Resources

Task (IL-200): Out of Home Services (closed case)

Task Owner: Family Service Worker or Interdependent Living Specialist

Participants: Youth and any of the following: Interdependent Living Division, Family Service Worker, and IL Regional Designee

Inputs: Closed Out of Home Service case in which the young adult who was released from state custody to permanency, who was in state custody for at least one year starting at age 14 or older.

Performance Metric: Youth previously in Out of Home Services case and is between the ages of 17 and 21 contacts IL Regional Designee

Performance Steps:

1. Youth previously in Out of Home Services case and is between the ages of 17 and 21 contacts IL Regional Designee.
2. *Refer to Out of Home Service Case process*

Outputs/Deliverables:

- Closed On-going Service Case

Task (IL-210): Young Adult applies for Interdependent Living Post Custody Services

Task Owner: Young adult and IL Regional Designee

Participants: Young adult and IL Regional Designee, Youth's Support Network,

Inputs: Young adult was in a closed Out of Home Services case and is between the ages of 17 and 21.

INTERDEPENDENT LIVING

Process Description



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Performance Steps:

1. Young adult goes to the regional DCS office and completes application for post custody services DCS Voluntary Post Custody Services, Non-DCS Transitional Living Services or both. (In the new SACWIS system the application will be on-line also)

Outputs/Deliverables:

- Application for post custody services

Task (IL-220): Regional office designee screens the referral to determine eligibility for DCS Services

Task Owner: IL Regional Designee

Participants: Young adult, IL Regional Designee, Young adults support network

Inputs: Young adult has requested Post Custody Services

Performance Steps:

1. IL Regional Designee will review young adult's application for post custody services
2. IL Regional Designee will:
 - a. Talk to young adult about situation and assess functionality
 - b. Review prior case record
 - c. Determine appropriateness post custody services: DCS Voluntary Post Custody Service, Non DCS Transitional Living Services or both.
3. Based on review of case file and discussion with young adult the IL Regional Designee will make an initial determination of eligibility for services, and if eligible, for what services the young adult is eligible.
4. IL Regional Designee will forward application and recommendation with justification to the Regional Administrator or designee for approval
5. Regional Administrator or designee if approved sends application and recommendation to IL Director or designee for approval.

Outputs/Deliverables:

- Determination of eligibility for post custody service
- If eligible what program young adult is eligible
- Application and recommendation sent to Regional Administrator or designed for approval

INTERDEPENDENT LIVING

Process Description



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- Application and recommendation sent to IL Director or designed for approval.

Task (IL-230): Is young adult eligible for DCS Post Custody Services?

Task Owner: IL Regional Designee

Participants: IL Regional Designee, Young adult, Regional Administrator and any of the following: Interdependent Living Division, Private Provider

Inputs: IL Regional Designee has determined whether the young adult is eligible for DCS Voluntary Post Custody Services and submitted recommendation to Regional Administrator.

Performance Steps:

1. If the young adult is eligible and has chosen DCS Voluntary Post Custody Services proceed to Task 100 CFTM.
2. If the young adult applied for Non-DCS Transitional Living Services and is eligible proceed to Task 240.
3. If the young adult is not eligible for DCS Voluntary Post Custody Services or Non-DCS Transitional Living Services proceed to Task 240
 - a. If youth adult is denied Post Custody Service they can appeal the decision to the Interdependent Living Director or Designee.

Outputs/Deliverables:

- IL Regional Designee arranges for CFTM
- Determination of what community resources may benefit the young adult.

Task (IL-240): Young Adult informed of community resources such as Non-DCS Transitional Living Services

Task Owner: IL Regional Designee

Participants: IL Regional Designee, Young adult and any of the following: Interdependent Living Division, Private Provider

Inputs: Young adult has applied for Non-DCS Transitional Living Services or is not eligible for post custody services.

Performance Steps:

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Process Description



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1. If young adult has applied for Non-DCS Transitional Living Services and is eligible:
 - a. IL Regional Designee will refer young adult to the private provider which is contracted to provide these services.
 - b. Interdependent Living Division will monitor the contract with the private provider to determine if the services are being provided.
2. If the young adult is not eligible for Non-DCS Transitional Living Services or is requesting assistance but does not wish to participate in Non-DCS Transitional Living Services:
 - a. IL Regional Designee will inform the young adult of community resources.

Outputs/Deliverables:

- Referral to Non-DCS Transitional Living Services
 - Interdependent Living Division monitors private provider contract
 - Referrals to community resources.
-

Task (IL-250): Adoption or Subsidized Permanent Guardianship

Task Owner: Permanency Specialist

Participants: Permanency Specialist, Interdependent Living Specialist, Youth/young adult, Youth's Support Network

Inputs: Youth/young adult has an open Adoption Assistance or Subsidized Permanent Guardianship case and is between the ages of 16 and 21.

Performance Steps:

1. Permanency Specialist has an open Adoption or Subsidized Permanent Guardianship case and the youth/young adult is between the ages of 16 and 21
 2. *Refer to Adoption or Subsidized Permanent Guardianship Process*
-

Outputs/Deliverables:

- Open Adoption or Subsidized Permanent Guardianship Case
-

Task (IL-260): Youth/young adult request limited services package from Permanency Specialist

Task Owner: Permanency Specialist

Participants: Youth/young adult and Permanency Specialist

INTERDEPENDENT LIVING

Process Description



Prepared by: DCS Office of Information Systems

Inputs: Youth/young adult requests limited services package such as graduation package.

Performance Metric: Eligibility determination for limited services package.

Performance Steps:

1. Youth requests limited special services package from the Permanency Specialist such as Graduation Package or College Kick-Off package.
2. Permanency Specialist will determine if the youth/young adult is eligible for limited services package.
 - a. If youth/young adult is not eligible the request will be denied.
 - b. If youth/young adult is eligible the Permanency Specialist will request funding for service through the Non-residential Resource process.

Outputs/Deliverables:

- Eligibility for services determined
 - Request for funds
-

Task (IL-270): Non-Residential Resources

Task Owner: Permanency Specialist

Participants: Permanency Specialist, Team Leader, Fiscal Unit, Interdependent Living Division

Inputs: Permanency Specialist submits request for funding of limited services package.

Performance Steps:

1. *Refer to Non-Residential Resources Process*
2. If Fiscal Unit approves requested services. (Refer to Non-Residential Resource Process)
3. Fiscal sends referrals for limited services package to the Interdependent Living Director or Designee for approval of funds.
4. Permanency Specialist notified of approval or denial
 - a. If limited services package is approved the Permanency Specialist is notified and the services are delivered.
 - b. If denied the request goes back to the Permanency Specialist for the following reasons: Youth was eligible, it was an inappropriate, or the dollar amount exceeds the limits.
 - c. The Permanency Specialist may make modifications and resubmit.

Outputs/Deliverables:

- Funding request processed

INTERDEPENDENT LIVING

Process Description



Prepared by: DCS Office of Information Systems

Task (IL-280): Limited Services Provided if approved

Task Owner: Permanency Specialist

Participants: Permanency Specialist, Interdependent Living Division, Youth/young adult

Inputs: Interdependent Living Division approves limit services package.

Performance Metric: Youth/young adult receives requested service

Performance Steps:

1. Interdependent Living Division provides funds for the youth/young adult to receive limited services package.
2. Interdependent Living Division and Fiscal Unit track expenditures

Outputs/Deliverables:

- Limit Services Package
 - Track expenditures
-
-

INTERDEPENDENT LIVING

Process Description

Prepared by: DCS Office of Information Systems



Process Owner Sign-Offs

Audrey Corder, Executive Director, Office of Permanency

Date

Lane Simpson, CS Program Director, Interdependent Living

Date